

## Winter Games NZ

**Position title:** Operations Manager  
**Date:** 1 May 2024 - 30 September 2024  
**Reporting to:** Chief Executive  
**Location:** Wānaka, Otago

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### Context:

Reporting to the Chief Executive, the Operations Manager is responsible for the planning, hiring and acquisition of assets (e.g. radios, temporary structures) required to successfully deliver Winter Games NZ which will be held in Queenstown and Wānaka from 23 August - 9 September 2024.

### Purpose of Position:

To plan and deliver the operational logistics required to successfully deliver Winter Games NZ 2024.

### Essential Job Functions:

- Plan, coordinate and manage the logistical movements of all temporary structures, equipment and signage to be used during the Games (e.g. portacabins, athlete tents, scoreboards, media backdrops, sponsor activations, bean bags, VIP hosting tents).
- Plan and deliver a communications network (e.g. radios, wifi transmission) for operational staff to use during the Games.
- Work with the Senior Management Team and Sport Managers to develop event budgets and manage operational expenditure within agreed budget.
- Build and maintain strong, trusting relationships with Winter Games NZ's venue partners.
- Be the conduit between the venue partners and the Winter Games NZ's sponsor activation companies during the Games.
- Coordinate on-mountain sponsor activations in conjunction with the Commercial Director and ensure they do not detract from the athlete, venue or spectator experience.
- Coordinate on-mountain VIP hosting requirements in conjunction with the Experiences Manager and Commercial Director.
- Coordinate on-mountain media movements in conjunction with the Broadcast Manager and Media and Communications Manager.
- Plan and coordinate the pack-in and pack-out process at each venue in conjunction with the Queenstown and Wānaka Venue Managers and the Senior Management Team.
- Develop an overarching signage plan in conjunction with the Sport Managers, Media and Communications Manager and Commercial Director.

**Human Resources:**

Recruit and manage personnel required to implement any of the above initiatives for Winter Games NZ (e.g. Venue Managers, Signage Support).

**Reporting Relationships:**

You will be a member of the senior management team reporting directly to the Winter Games NZ Chief Executive.

**Remuneration:**

This is a fixed contract fee, to be paid on receipt of monthly invoice.

**Place of Work:**

The contractor will work from the Winter Games NZ Wānaka Office at least 20 hours per week and can work the remainder of their time in the Winter Games NZ Office or from home.

In person attendance at weekly Senior Management Team meetings will be required.

**Visa requirements:**

Applicants must have the legal right to work in New Zealand to be considered for this position.